

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

840507-01

FOR AGENCY USE

1. Agency Address

Georgia Bureau of Investigation
Personnel Office
1001 International Boulevard
Atlanta, GA 30354

FOR RECORDS MANAGEMENT USE

Application Number

89-074

Date Received

MAY 07 1984

Date Completed

AUG 28 1989

2. Person to Contact

Gwin Hutcheson

Working Title

Personnel Manager

Telephone Number

761-8428

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate. Exception to common schedules #82-364 and #82-365.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest
1980 Present

5. Records Series Title (followed by title used in office; if different)

Inactive
Personnel Permanent Record Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created? --

These files accumulate in offices responsible for Personnel Administration, but may include other offices charged with the responsibility for maintaining the official record copy of personnel records received from branch, field, or other associated offices.

See also Attachments #1, #2, and #3.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: administering active State employees and to maintaining records needed for documentation during their employment.

Included are: copies of forms required or used by the State Merit System and Employees' Retirement System, including: application for examination/employment; requests for certification certificates of appointment; personnel actions, performance reports, training records; letters of recommendation or commendation; records of disciplinary actions, including letters of warning or caution; communications interpreting matters of policy; applications for Health Insurance and Retirement System membership and related enrollment data; earnings records and related withholding and deductions records; leave and leave computation records; fingerprints, Oaths of Office, Background investigation, auto wreck information and workers comp information; and similar documentation appropriate for inclusion in an individual's active personnel folder.

File is arranged: , Alphabetically by name of employee.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 10; Seven to twelve months old 10; Thirteen to twenty-four months old 10; twenty-five months and older 3-5?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

c. Is this a vital record?

d. Does this series have historical or long term research value?

e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

f. Is the information contained in this series ever published? If yes, attach copy.

g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Only partial duplication in Merit System

i. Is this series (or a major portion of it) regularly microfilmed?

j. Does the record series result in a computer printout?

Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.

b. Statute of limitation _____ years.

c. Federal law _____ years.

d. Audit period _____ years.

e. Administrative need _____ years.

f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

SEE ATTACHED MEMORANDUM
ATTACHMENT #1

Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 70 year(s); then

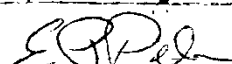
☒ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

See Also ATTACHMENTS #2 and #3.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	5-4-89	Margaret A. Tork	5/4/89
89-0507-01		State Records Committee (Signature)	Date
Recommendations in paragraph 1 are approved.		State Auditor/Designee	8/28/89
If approved, attach letter of transmittal.		Secretary of State/Designee	8/28/89
89-074		Governor/Designee	8/28/89